

COMPREHENSIVE SERVICES ACT FOR AT RISK YOUTH AND FAMILIES (CSA) STATE EXECUTIVE COUNCIL BYLAWS

ARTICLE I: NAME

As authorized in § [2.2-2648.B](#) of the Code of Virginia, the name of this body shall be the State Executive Council, hereafter referred to as the Council.

ARTICLE II: PURPOSE

The purpose and objectives of the Council shall be to assure collaborative programmatic policy development, fiscal policy development and administrative oversight for the efficient and effective provision of child centered, family focused and community based services to eligible emotionally and behaviorally troubled children/youth and their families in the least restrictive, appropriate environment. Further, the Council assures the Governor and appropriate Cabinet Secretaries are well informed in matters related to the aforementioned areas.

ARTICLE III: MEMBERSHIP

Section 1

As set forth in § [2.2-2648.B](#) of the Code of Virginia, the members of the state executive council shall be the Commissioners of Health, of Behavioral Health and Developmental Services and of Social Services; the Superintendent of Public Instruction; the Executive Secretary of the Virginia Supreme Court; the Directors of the Departments of Juvenile Justice and Medical Assistance Services; the Assistant Secretary for Children's Health and Education as an ex officio non-voting member; five elected or appointed local government representatives to include a member of a county board of supervisors or a city council and a county administrator or city manager; two private provider representatives from facilities that maintain membership in an association of providers for children and family services and receives funding authorized by this chapter; and two parent representatives.

Section 2

The Assistant Secretary for Children's Health and Education, local officials, private providers and parent representatives shall be appointed by the Governor. All Governor's appointments shall be for a term not to exceed three years and limited to no more than two consecutive terms, beginning with appointments after July 1, 2009. The parent

representatives shall not be employees of any public or private program which serves children and families.

Section 3

State agency heads may designate their chief deputies as alternates, hereafter referred to as delegates, with full authority to speak on behalf of the agency head and to commit agency resources. Such delegation shall be accomplished in written format and provided to the Council Chair. Delegates shall not be members of the State and Local Advisory Team.

ARTICLE IV: ATTENDANCE

Members/delegates are expected to attend all regularly scheduled meetings of the Council.

In the event an agency head nor their chief deputy cannot attend the meeting, an alternate representative vested with the same decision-making authority, including the commitment of agency-wide resources, may be designated to represent the member for that meeting. The alternate may vote only with a written designation of the member/delegate. Alternates may not be members of the State and Local Advisory Team. The use of alternates is expected to be minimal.

ARTICLE V: MEETINGS

Section 1

Pursuant to [§ 2.2-2648](#) of the Code of Virginia, the council shall meet, at a minimum, quarterly.

Section 2

The Chair may convene special meetings with appropriate notification to all members.

Section 3

A quorum, consisting of eight of the fifteen voting members or their designated delegates/alternates shall be present to conduct any official business. Roberts Rules of Order shall guide the transaction of business. In the event of a tie vote, the Chair shall serve as tie-breaker.

Section 4

The agenda for each meeting shall be finalized by the Chair in consultation with the Director of the Office of Comprehensive Services

All items requiring action shall be identified by the Chair for inclusion on the formal, written agenda.

At each meeting, members shall be afforded the opportunity to request items for inclusion on the next meeting's agenda as well as time for comments and announcements.

Additionally, each meeting shall include a public comment period with each organization represented limited to five (5) minutes and the total comment period limited to 30 minutes. On a motion of Council, the period may be expanded.

No action shall be taken as a result of comments during the above referenced announcement and public comment period but rather action shall be deferred until the following meeting. On a motion of Council, this restriction may be waived.

ARTICLE VI: OFFICERS

Section 1

Pursuant to [§ 2.2-2648.C](#), Code of Virginia, the Secretary of Health and Human Resources, or a designated deputy, shall serve as chair and will convene Council.

Secretarial responsibilities shall be assumed by an administrative assistant from the Office of Comprehensive Services.

ARTICLE VII: DUTIES OF THE OFFICERS

Section 1

The powers and duties of the Chair shall be to:

- Serve as the leader of the organization.
- Advise the Governor and the appropriate Cabinet Secretaries on behalf of the Council.
- Respond to legislative requests and address legislative committees on behalf of Council.
- Call and preside at meetings.

-Prepare an agenda, in collaboration with the Office of Comprehensive Service Director, for each meeting.

Section 2

In the absence of the Secretary of Health and Human Resources or a designated Deputy Secretary, the Director of the Office of Comprehensive Services shall serve as convener of the Council.

ARTICLE VIII: ORGANIZATION

Section 1

Duties and Responsibilities of the Council, as defined in [§ 2.2-2648. D](#) of the Code of Virginia, relate to approval of policy and administrative oversight for the Comprehensive Services Act (CSA) and include:

- Hiring and supervising a director of the Office of Comprehensive Services (OCS).
- Appointing members of the State and Local Advisory Team.
- Providing for the establishment of interagency programmatic and fiscal policies developed by the OCS.
- Overseeing the administration of state policies governing state pool and trust funds.
- Providing for the administration of necessary functions to support the work of the OCS.
- Reviewing and taking appropriate action on issues brought before it by the OCS.
- Overseeing coordination of early intervention programs to promote comprehensive coordinated service delivery.
- Advising the Governor and appropriate Cabinet Secretaries on behalf of Council.
- Biennially publishing and disseminating a state progress report.

Additionally, the Council is solely responsible for appointment of work groups, tasks assigned and general timeframes in which the requested product will be brought before the Council for consideration.

Section 2

The Office of Comprehensive Services (OCS) is established having the following powers and duties:

Serves as the administrative entity of the state executive council ensuring that the decisions of the council are implemented [§2.2-2649](#).

The director of the Office of Comprehensive Services for At-Risk Youth and Families is authorized to:

Develop and recommend to the Council programs and fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;

Develop and recommend to the Council state interagency policies governing the use, distribution and monitoring of moneys in the state pool of funds and the state trust fund;

Develop and provide for the consistent oversight for program administration and compliance with state policies and procedures;

Provide for training and technical assistance to localities in the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families;

Serve as liaison to the participating state agencies that administratively support the Office and that provide other necessary services; and

Hire appropriate staff as approved by the state executive council.

Implement in collaboration with participating state agencies, policies, guidelines and procedures adopted by Council.

Consult regularly with the Virginia Municipal League and the Virginia Association of Counties on the implementation and operation of CSA.

Perform other duties and responsibilities as defined in Code of Virginia § 2.2-2649.

Section 3

The State and Local Advisory Team is appointed by and responsible to the State Executive Council. As set forth in [§ 2.2-5202](#) of the Code of Virginia, duties and responsibilities include:

1. Advising the state executive council on state interagency program and fiscal policies which promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;
2. Advising state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are

responsive to the strengths and needs of troubled and at-risk youths and their families;

3. Advising the state executive council on the effects of proposed policies, regulations and guidelines.

The State and Local Advisory Team shall develop bylaws to be formally approved by Council.

Furthermore, the State and Local Advisory Team shall develop an annual work plan to be submitted to Council for review and action. Support for accomplishing the work plan shall be provided by the state agencies represented on the State and Local Advisory Team with approval of their respective Council members.

ARTICLE IX: AMENDMENTS

Any proposed amendment to these bylaws, other than those related to General Assembly action, shall be submitted to the membership of the Council not less than fourteen calendar days prior to the meeting at which action is to be considered. Any amendment shall become a part of these bylaws by a majority vote of those present at a regularly scheduled Council meeting.

ADOPTED-OCTOBER 30, 1998

REVISED 5/00 Based On House Bill 1510 (2000 Session)

REVISED 7/03 Based on House Bill 1955 and related (2003 Session)

REVISED 07/09 Based on Senate Bill 1179 (2009 Session)

REVISED 07/10 Based on Senate Bill 286 (2010 Session)

REVISED 2/13 Based on Senate Bill 396 and related (2012 Session)